



APPLICATION PACKET FOR AN **ANNEXATION**

REQUIRED SUBMITTALS:

1. **Petition for a Consent Annexation and Waiver of Time Limit** (one copy.)
2. **Legal description** in a form certifiable by the State Department of Revenue according to ORS 308.225 (one copy.)
3. **Certification of Property Ownership of 100% of Land Area** (one copy.)
4. **Certification of Legal Description and Map** (one copy.)
5. **Certification of Registered Voters** (one copy.)
6. **Applications for all concurrent Comprehensive Plan Map Amendment and Zoning Map Change requests** (one copy.)
7. **Narrative demonstrating compliance with the criteria of the Woodburn Development Ordinance** (one copy. One electronic copy, preferably in Microsoft Word format, is requested but not required.)
 - a. Territory to be annexed shall be contiguous to the City of Woodburn and shall either:
 - i. Link to master plan public facilities with adequate capacity to serve development of the uses and densities indicated by the Woodburn Comprehensive Plan; or
 - ii. Guarantee the facility linkages with adequate capacity, financed by the applicant.
 - b. Annexations shall show a demonstrated community need for additional territory and development based on the following considerations:
 - i. Lands designated for residential and community uses should demonstrate substantial conformance to: (a), (b), and (f) and at least one of (c), (d), or (e), as stated below.
 - ii. Lands designated for commercial, industrial and other uses should demonstrate substantial conformance to: (c)(i) and either (g) or (h), as stated below.
 - (a) Infill. The territory to be annexed should be contiguous to the City on two or more sides;
 - (b) Residential Buildable Land Inventory. The territory to be annexed should not increase the inventory of buildable land designated on the Comprehensive Plan as Low or High Density Residential within the City to more than a 5-year supply;
 - (c) Street Connectivity. It is feasible for development of the site to either:
 - (i) Complete or extend of the arterial/collector street pattern as depicted on the Woodburn Transportation System Plan; or
 - (ii) Connect existing stub streets, or other discontinuous streets, with another public street.
 - (d) Community Need. The proposed development in the area to be annexed fulfills a substantial unmet community need, that has been identified by the City Council after

a public hearing. Examples of community needs include park space and conservation of significant natural or historic resources.

- (e) Reinforcement of Public Investment. The territory proposed for annexation should reflect the City's goals for directing growth by using of public facility capacity that has been funded by the City's capital improvement program;
- (f) Local Employment. The proposed use of the territory to be annexed shall be for industrial or other uses providing employment opportunities;
- (g) Reasonable Facility and Service Needs. The proposed industrial or commercial use of the territory does not require the expansion of infrastructure, additional service capacity, or incentives that are in excess of the costs normally born by the community for development;
- (h) Economic Diversification. The proposed industrial or commercial use of the territory provides an economic opportunity for the City to diversify its economy.

8. **A copy of the latest recorded deed(s) for the subject property** or the recorded sales contract (one copy.)

9. **Filing Fee:**

One acre or less	\$2,659
More than one acre	\$3,418

Annexation proposals are subject to a mandatory Pre-application Conference.

Annexations are Type IV decisions under the Woodburn Development Ordinance. The Planning Commission conducts a public hearing on the proposal and forwards its recommendation to the City Council. Notice of the Commission's hearing is mailed to surrounding property owners and posted on the subject property. After receiving the Planning Commission's recommendation, the City Council conducts another public hearing and makes the City's decision. Notice of the Council's hearing is posted in a local newspaper. The Council's decision may be appealed to the Land Use Board of Appeals. The annexation is effective when it is accepted by the State Division of Revenue. A typical annexation is usually finished in 3 to 4 months.

PETITION FOR A CONSENT ANNEXATION AND WAIVER OF TIME LIMIT

PURSUANT TO ORS 222.125

Woodburn case: ANX Assessor's map and tax lot: _____

Number of property owners: _____ Number of electors residing on the property: _____

This petition must be signed by all owners of the subject property. If the owner is a corporation or an estate, the person signing must be authorized to do so. This petition must also be signed by not less than 50 percent of the electors (registered voters) residing on the property.

We, the owner(s) of the property described above and/or elector(s) residing on said property understand the annexation process can take more than one year but desire to annex to have City services. Therefore, we agree to waive the one-year time limitation on this petition to annex established by Oregon Revised Statutes 222.173, and further agree that this contract shall be effective: ☐ indefinitely ☐ until _____ (date).

Printed name Signature Date

Mailing address: _____

I am: ☐ an owner of the property ☐ an elector (registered voter) residing on the property

Printed name Signature Date

Mailing address: _____

I am: ☐ an owner of the property ☐ an elector (registered voter) residing on the property

CERTIFICATION OF PROPERTY OWNERSHIP OF 100% OF LAND AREA

I hereby certify that the attached petition for a proposed boundary change involving the territory described in the petition contains the names of the owners of 100% of the land area within the annexation area described in the petition, as shown on the last available complete assessment roll. Owner means the legal owner of record or, where there is a recorded land contract which is in force, the purchaser thereunder. If there is a multiple ownership in a parcel of land, each consenting owner shall be counted as a fraction to the same extent as the interest of the owner in the land bears on relation to the interest of the other owners as the same fraction shall be applied to the parcel's land mass and assessed value for purposes of the consent petition. If a corporation owns land in territory proposed to be annexed, the corporation shall be considered the individual owner of that land.

Printed name

Signature

Date

Title

Marion County Assessor's Office

CERTIFICATION OF LEGAL DESCRIPTION AND MAP

I hereby certify that the description of the property included within the attached petition (located on Assessor's Map _____) has been checked by me and it is a true and exact description of the property under consideration, and the description corresponds to the attached map indicating the property under consideration.

Printed name

Signature

Date

Title

Marion County Assessor's Office

CERTIFICATION OF REGISTERED VOTERS

I hereby certify that the attached petition for annexation of territory described herein to the City of Woodburn contains the names of at least a majority of the electors registered in the territory to be annexed.

Printed name

Signature

Date

Title

Marion County Elections Office



CITY OF WOODBURN

File No: _____

Department of Economic & Development Services
270 Montgomery Street • Woodburn, Oregon 97071
Phone: 503-982-5246 • Fax: 503-982-5244 • Website: www.woodburn-or.us

PREAPPLICATION CONFERENCE APPLICATION

(SOLICITUD PARA CONFERENCIA PRELIMINAR)

General Information (*Información General*)

Project location (<i>Ubicación del Proyecto</i>):	
Property owner (<i>Propietario</i>):	Applicant (<i>Solicitante</i>):
Mailing Address (<i>Dirección Postal</i>):	Mailing Address (<i>Dirección Postal</i>):
Telephone (<i>Teléfono</i>):	Telephone (<i>Teléfono</i>):
E-mail (<i>Dirección Cibernética</i>):	E-mail (<i>Dirección Cibernética</i>):

Required attachments (*Accesorios requeridos*)

- ☐ For a Design Review, Subdivision, Variance, etc: Preliminary site plan and building drawings. (*Para una Revisión de Diseño, Subdivisión, Varianza, etc: dibujos preliminares del plan del sitio y del edificio.*)
- ☐ For an Annexation (*Para una Anexión*):
- A preliminary site plan and phasing program for the proposed use and development. (*Un plan del sitio preliminar y el programa para el uso y el desarrollo propuesto.*)
 - Certification by the Public Works department of the adequate capacity of public facilities to serve the proposed development or that facilities necessary to provide adequate capacity must be determined. (*Certificación por el Departamento de Obras Públicas de la capacidad adecuada de servicios públicos al desarrollo propuesto o que las instalaciones necesarias para proporcionar la capacidad adecuada se deben determinar.*)
 - Documentation from the School District regarding adequate capacity, considering current and future enrollment and facilities, to serve the proposed development; and from the Fire District regarding adequate capacity and access to serve the proposed development. (*Documentación del distrito escolar respecto a la capacidad adecuada, considerando la matrícula e instalaciones actuales y futuras, al servicio del desarrollo propuesto; y de los Bomberos con respecto a la capacidad adecuada y el acceso para servir el desarrollo propuesto.*)
 - Traffic generation data regarding the proposed development sufficient to determine the need for a Traffic Impact Analysis. (*Datos sobre la generación de tráfico del desarrollo propuesto suficientes para determinar la necesidad de un análisis del impacto del tráfico.*)
 - Consent to annex all property that would be surrounded by the City if the annexation were approved, or written documentation regarding why such consent is unavailable. (*Consentimiento a la anexión de todas las propiedades que estarían rodeadas por la ciudad si la anexión fuera aprobada, o documentación de por qué tal consentimiento no está disponible.*)
 - Narrative showing compliance with applicable Woodburn Comprehensive Plan goals and policies regarding annexation. (*Narrativa que demuestra cumplimiento de las metas del Plan Integral de Woodburn y políticas relativas a la anexión.*)

Signatures (*Firmas*)

Owner _____
(Firma del Propietario)

Applicant _____
(Firma del Solicitante)

Print Name _____
(Escriba en letra de molde)

Print Name _____
(Escriba en letra de molde)

Date (*Fecha*) _____

Date (*Fecha*) _____

Fee (*Cuota*)

\$508

The subsequent application fee will be reduced \$100 if the application subject to pre-application is applied for within 90 days and governing ordinances have not changed. (*La cuota de solicitud posterior será reducida \$100 si el sujeto de la conferencia preliminar se solicita dentro de los 90 días y las ordenanzas que la rigen no han cambiado.*)

Preapplication conferences are subject to the provisions of Section 4.101.13 of the Woodburn Development Ordinance. (*Las conferencias preliminares se rigen por la Sección 4.101.13 de la Ordenanza para el Desarrollo de Woodburn.*)